



COUNTY COMMISSIONERS
DANIEL J. VOGLER, CHAIRMAN
DAN KENNEDY
CHRIS SAINATO

HUMAN RESOURCES DEPARTMENT
MICHAEL OCCHIBONE, DIRECTOR

Job Posting

JOB TITLE: Foster Kinship Program Supervisor **DEPARTMENT:** Children & Youth Services
STATUS: Non-Union/Exempt **Base Rate:** \$41,133.88

GENERAL SUMMARY: The primary responsibilities of the Foster Kinship Program Supervisor is to coordinate and supervise the agency Foster Care and Kinship Care Programs and local resource homes in order to fulfill the agency's mission. The supervisor may be responsible for a limited caseload providing direct service case management along with the supervision of a Foster Program Care Specialist. The position is responsible for identification, recruitment, and support of prospective foster care families which results in non-traditional hours and workdays. The supervisor assists in developing and carrying out the marketing plan within Lawrence County. The supervisor is the agency liaison with Interstate Compact and helps coordinate client transportation overseeing Case Aides. Willing to work evenings and weekends in order to meet with families who are unable to meet during regular working hours and attend weekend recruiting events is a requirement. The supervisor may be on-call for the specific task of helping to locate a provider agency for children in care or entering care. The supervisor serves as the agency BID meeting coordinator with area school districts about transportation.

SUPERVISION RECEIVED AND EXERCISED: Reports to and receives direction from a Deputy Director.

ESSENTIAL JOB FUNCTIONS:

- Support the safety and well-being of children and young people in the care of the agency;
- Directly supervise and support a limited number of Foster Program Care Specialists;
- Ability to make independent decisions;
- Working paid weekly on-call as scheduled in a rotation;
- Actively markets and plans events to recruit resource homes through community outreach and speaking engagements;
- Conduct monthly home visits/inspections;
- Conducts home studies to assess suitability;
- Certifies' families as licensed resource homes;
- Recertifies resource families annually and ensures compliance with all regulations;
- Supports resource families, Foster Care Program Specialist, and Case Aides;
- Completes Interstate Compact requests for home studies within Lawrence County;
- Schedules outside professionals to conduct resource parent training on applicable subjects, as well as provides in house training on agency policy and procedures;
- Develop rapport and positive communication with local education points of contact (with Lawrence and surrounding counties) to schedule and conduct best interest determination (BID) meetings ensuring federal education laws are followed in accordance with Every Student Succeeds Act (ESSA);
- Work closely with agency staff on family finding and engagement efforts;
- Required to be on call to assist the on-call caseworker locating foster/kinship placements when necessary;

- May be required to attend court hearings to provide updates on the status of foster or kinship homes;
- May be required to transport children to and from appointments;
- Other duties as assigned by the Director or Deputy Director of the agency.

MINIMUM REQUIREMENTS:

- Bachelor’s degree, preferred.
- Valid driver’s license and auto insurance.
- Ability to make independent decisions.
- Excellent written and verbal communication skills.
- Current PA Child Abuse, PA State Police, and FBI clearances.

WORKING CONDITIONS:

- Flexible work schedule with non-traditional hours.
- Out of office home and community visits and trips.
- Driving short and long distances.
- Public speaking engagements.

Not intended to reflect all duties performed within the job

If you are a County employee interested in the position, please sign below
Posted March 18, 19, 20, 21, and the close of business of March 24, 2025.
EOE